

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	A-09-017
		一次選考締切り日： 1 st Cut Off Date	04 FEB 2009
		募集締切日： Closing Date	選考決定まで継続 Open until filled
		発行日： Date of Issue	28 JAN 2009
1.職種名 Job title (等級 Grade <u>1-4</u> / 語学等級 LAD <u>2</u>) Administrative Specialist #9		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
見習い採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: N/A <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
2.部隊 Activity CBH Division, Supply Department, U. S. Naval Air Facility, Atsugi 勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hr/wk) 勤務日 Work Day: Mon – Fri (OFF: Sun/Sat) 勤務時間 Work Hours: 0800 - 1700 <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular <input type="checkbox"/> 夜勤有 Night Shift <input checked="" type="checkbox"/> 残業有 Overtime <input checked="" type="checkbox"/> 出張有 Business Travel			
6.職務内容 Duties See attached sheet.			
7. 職務状況 Working Condition:			
8.資格要件／身体条件 Qualification/Physical Requirements - One year of work experience in any clerical, administrative, or technical field or completion of four-year college/university. - Knowledge of general hotel operations. - Skill in operating a personal computer system (MS-Office Suite, Word, Excel). - Ability to speak, read and write English at average proficiency level (LAD-2). Instruction for Applicants: Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. 英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See block #8 免許証／修了証 License/Certificate Required : See block #8			

9.提出するもの Application and Associated Documents		
* <input checked="" type="checkbox"/> 空席応募用紙 (表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work). Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa.		
問い合わせ先 for Job Inquiries 担当部署／担当者名 Office/POC HRO Atsugi Satellite Office 厚木基地人事部 ☎0467-78-2661 (DSN) 264-3426 / 3624	提出先 Office to Submit 〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	事務処理欄 For Official Use PDN: NAFATG-N42-010

*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

*提出された応募書類はお返ししません。Submitted applications will not be returned.

6.職務内容 Duties

Services as an assistant to the Bachelor Officer Housing (BOH) manager for the BOH Central Linen, Supplies and Furniture, Fixtures and Equipment (FFE)Section. Performs administrative and clerical work involved in the documentary control of receipt, storage, issue and replenishment of items used in the billeting operation.

1. Acts as Facility Administrator of all BOH buildings. Inspects each room and reports in writing the results of the inspection to the Housing Manager. Initiates requests for maintenance actions by coordinating with CBH Maintenance Section. Acts as Fire Warden for all BOH billeting facilities making periodic inspections of facilities for fire prevention measures in accordance with the regulations.

2. Manages furniture, fixtures and equipment (FFE) inventory for both appropriated and non-appropriated funds. Maintains the balance of physical and document quantity of FFE, keeping ledgers on a personal computer with a customized software. Ensures all the data in the FFE inventory balance ledgers reflect actual status. Reconciles the BOH FFE Non-appropriated Fixed Assets and minor property with CBH Bookkeeper. Provides accurate FFE database for annual budget preparation. Inspects each BOH room to check conditions of FFE and posts in each room inventory sheet of FFE assigned. Reports in writing any discrepancies to the Housing manager and takes proper corrective actions such as initiating work requests for repair, survey documentation, DRMO turn-in, etc. Replaces old FFE with new as required. This may require storage and lifting FFE.

3. Manages the Central Linen and Supplies Section in BOH. Advises the BOH Housing Manages of the status of inventory and recommend actions to improve linen supply services for tenants. Ensures adequate clean linen and house keeping supplies are available at all times. Coordinates with the BOH Housing manager and the Housekeeping Supervisor to prepare for large movements of tenants or any other special requirements. Procures and replenishes linen and other supplies stock by initiating requisitioning actions to Supply Manager/CBH Manager.

4. Performs other related tasks as assigned.